Ref. No.: _____(To be filled at TEQIP Office)	Date:_____

BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE
VALLABH VIDYANAGAR -388120,GUJARAT,INDIA
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME FUNDS (TEQIP FUNDS)

Claim Form For Reimbursement under TEQIP Fund for Outside Experts

Name and designation of the applicant :	
Company / Institution Name :	Vendor ID :
Event Name (description in brief):	
Date and Duration of the Talk / Event:	
Ref. No. and date of Approval of Proposal (attach a copy): Also attach a copy of office order	

Sr.No	Particulars	Amount (INR)	Remarks (if any)
1	Total of Travel Cost (to be detailed overleaf)		
2	Honorarium		
3	Others (specify):_____		
	Total		

- I abide to return the received amount in part or full in case of any discrepancy raised by competent authority in future.
- I hereby enclose vendor detail form.

Signature of the Expert: _____(Submit completed form to the TEQIP office.)

---------- **X** ---------- **X** ----------

Signature of Event Coordinator & HOD/ Dean:_____, (verified that the utilization of the fund is as per TEQIP Funds norms & approval has been taken for this event.)

---------- **X** ---------- **X** ----------

Passed for amount (INR): _____(Rupees _____)

Sign of OSD / Account, BVM Office: _____ Finance Officer, TEQIP Funds, BVM: _____

Principal, BVM: _____

Ref. No.: _____(To be filled at TEQIP Office)	Date:_____

A. Details of Travel

Particulars of journey						Kind of journey i.e. by Rail, Bus, Rickshaw, Taxi etc.	Distance in km	Fare Paid (Rs.)
Departure			Arrival					
Station	Date	Hours	Station	Date	Hours			
							Total of (A)	

In case of traveling by air through an airline please fill a separate form.

B. Toll tax paid

Date	From	To	Amount	Remark
Total amount of Toll tax paid as per attached receipts, Total of (B)				
Total of Amount A + B				

Note:

1. Original Boarding Passes/Tickets (Including Train, Bus etc.) fare receipts of Taxi, Toll Tax Receipts (Originals & photocopies), and Auto / Bill of Hotel & Food charges are to be submitted along with this form. All photocopies are required to be self-attested by the applicant. Please paste all small sized bills/receipts on a plain A4 size paper.
2. If you have travelled by your own car, attach a copy of the vehicle registration certificate (RC) along with this form.

Dated signature of the expert: _____

Sign of the clerk TEQIP Office & OSD: _____